MAR 3 0 1954

MEMORANDUM FOR: Deputy Assistant Director for Personnel

SUBJECT

: CIA Credit Union

- 1. In response to your request, the following information is provided concerning the present status of the Table of Organization and personnel ceiling of the Credit Union.
 - a. PRDS, in the Monthly Personnel Statistical Review, reports Credit Union positions and ceiling as a part of the IAB. The IAB ceiling and position authorization are reported separately from the Office of Personnel ceiling and position authorization. Also the IAB figures are reported separately from any of the major components of the Agency.
 - b. However, on the Machine Run T/O, the eight unvouchered Credit Union positions are listed as part of the Office of Personnel, Placement and Utilization Division, Interim Assignment Branch.
 - c. Classification survey of the Credit Union was accomplished during August 1953, but results were not put into effect due to pending changes in Credit Union officials. Mr. President, has recently reviewed the survey report, Attachment 1, and requests that the survey recommendations be put into effect. However, he has requested another classification review at a later date in order that the general expansion of Credit Union activities since August 1953 can be fully considered.

Present T/O		Proposed T/O - Surv Credit Union Headqu	
Cash Acct Of Cash Acct Asst	GS - 9 GS - 6	Assistant Manager	GS=9
Cash Acct Asst	GS-6	Unit 1 - Central Building	
Cash Acct Clerk	GS-5 GS-5	Cash Acct Asst Cash Acct Clerk	GS-7 GS-5
i ii ii ii ii ii	GS−↓ GS−↓	Cash Acct Clerk	GS-L
Clerk Typist.	GS-3	Unit 2 - "I" Building	
		Cash Acct Asst	GS-7
		Cash Acct Clerk	GS-5
		Cash Acct Clerk	GS-5
		Cash Acct Clerk(Typing)	GS-4

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- 2. In consideration of the foregoing and in view of the fact that the Credit Union reimburses CIA for the salaries of its employees, the following recommendations are made:
 - a. Credit Union Table of Organization be changed to conform to classification survey recommendations. This step should take place immediately in order that the proper classifications for Credit Union personnel can be put into effect.
 - b. The Credit Union be established on a project basis, personnel to be exempt from the regular Agency ceiling and T/O strength control. This will enable the Credit Union to convert present personnel or appoint new personnel on a contract basis, if considered advisable.
 - c. Upon establishment of the Credit Union as a project, its positions will be eliminated from the Office of Personnel for T/O purposes and from the IAB for ceiling purposes.
- 3. If the establishment of the Credit Union as a project is not approved, it is recommended that the Credit Union positions be removed from the Office of Personnel Table of Organization and listed, for T/O purposes, only as IAB Unvouchered. IAB would, for T/O purposes, then be reported separate and apart from the six major directorate components. This will provide uniformity between Agency T/O figures on the Machine Listing and those maintained and published periodically by the Research Branch, PRDS.

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Chief, Classification and wage Divis

Attachment: Survey Report

Concurrence:

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President, Credit Union

Jon and Shi Pus 31 march 54

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